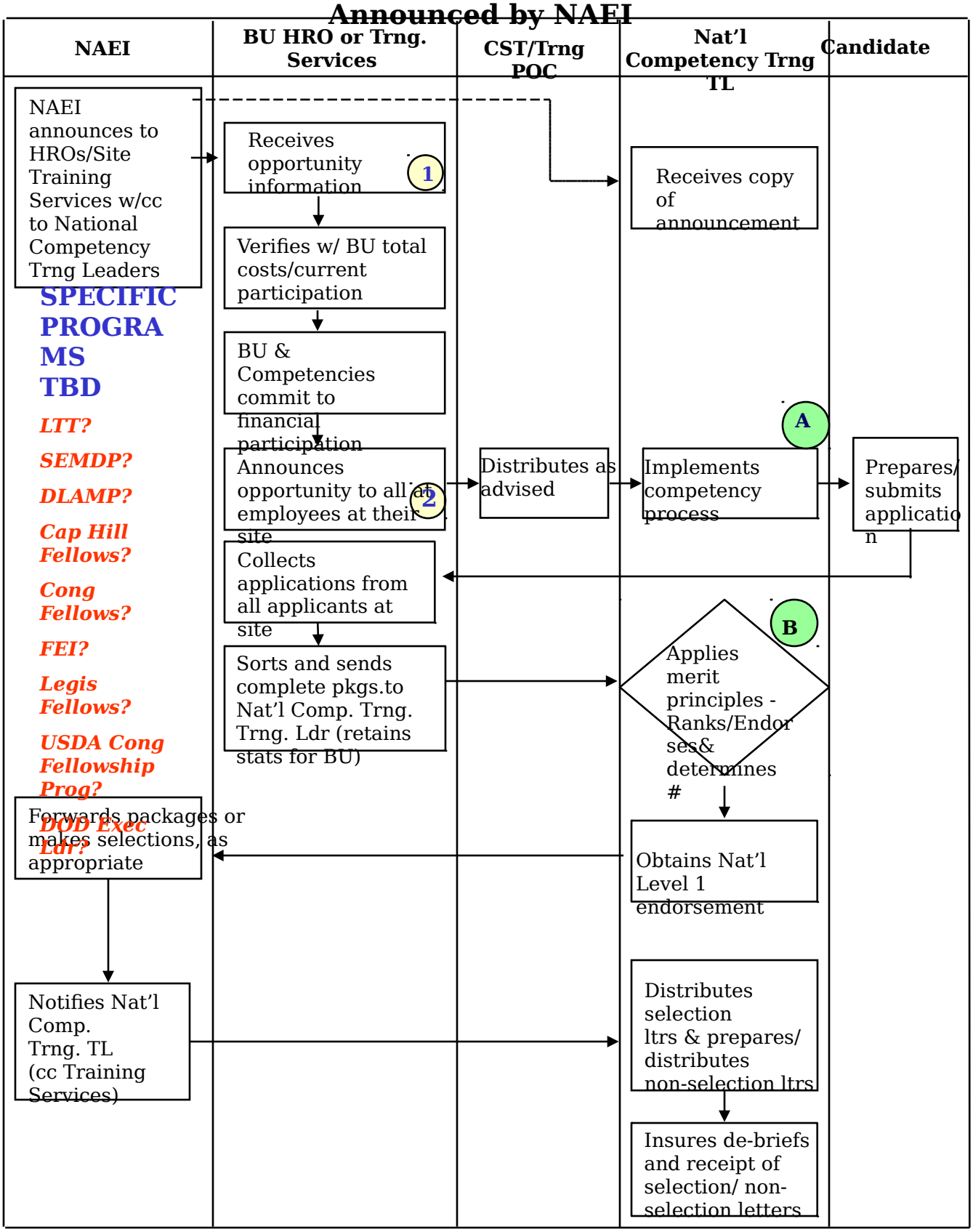
Training Announcement/Selection Process for Programs Announced by NAEI


NAEI
BU HRO or Trng. Services
CST/Trng POC
Nat'l Competency Trng TL
Candidate
NAEI announces to HROs/Site Training Services w/cc to National Competency Trng Leaders
SPECIFIC PROGRAMS TBD
LTT?
SEMDP?
DLAMP?
Cap Hill Fellows?
Cong Fellows?
FEI?
Legis Fellows?
USDA Cong Fellowship Prog?
DOD Exec Ldr?
Receives opportunity information
1
Verifies w/ BU total costs/current participation
BU & Competencies commit to financial participation
Announces opportunity to all employees at their site
2
Collects applications from all applicants at site
Sorts and sends complete pkgs.to Nat'l Comp. Trng. Trng. Ldr (retains stats for BU)
Forwards packages or makes selections, as appropriate
Notifies Nat'l Comp. Trng. TL (cc Training Services)
Receives copy of announcement
Distributes as advised
Implements competency process
A
Applies merit principles - Ranks/Endorses& determines #
B
Obtains Nat'l Level 1 endorsement
Distributes selection ltrs & prepares/ distributes non-selection ltrs
Insures de-briefs and receipt of selection/ non-selection letters
Prepares/ submits application